



PROGRAM GUIDELINE

Cultural Projects

Introduction

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History Arts & Libraries, established the Cultural Projects Program in order to better serve the citizens of the state by supporting projects, programs and activities that enrich our artistic, creative and cultural environment, as outlined in the Michigan Arts Plan. Through a comprehensive program of services and matching grants, MCACA:

- Demonstrates the importance of arts and culture in daily living
- Provides broad public access to arts and cultural activities
- Supports arts and culture as a catalyst for community revitalization and economic development
- Strengthens arts and cultural education
- Supports those who create, present or produce quality arts and cultural projects
- Encourages innovation
- Celebrates diversity
- Facilitates delivery of arts and cultural resources statewide
- Enhances the state's quality of life

This booklet contains requisite information, and forms to help qualified organizations apply for funding in the ***Cultural Projects Program***. Funding through this program supports, in part, cultural activities which will take place between October 1, 2004 and September 30, 2005.

The Cultural Projects Program supports endeavors which create a greater understanding and appreciation

for the importance of heritage and culture to our aesthetic, economic and social growth as well as those with broad community impact and which develop the management and business skills of cultural producing and presenting organizations. As with all Council programs, the Cultural Projects Program strives to be as inclusive as possible, reach as broad and diverse an audience as possible and promote the career development of Michigan artists while still maintaining the highest of quality standards.

Thank you for your interest in applying for a MCACA grant. It is through the efforts of organizations such as yours that the MCACA commitment to foster innovation, preservation, conservation, creativity and excellence in the State of Michigan can come to fruition.

Other MCACA Programs

Arts and Learning

Artists in Residence

Anchor Organizations

Arts Organization Development

Big Culture Lesson

Capital Improvements Projects

Arts Projects

Local Arts Agencies

Partners

Regional Regranting

Rural Arts and Culture

If you have questions or require additional information, please contact MCACA staff at (517) 241-4011. Or contact MCACA by TTD at (517) 373-1592.

Contents

Table of Contents

Program Description	page 4
Review Criteria	page 7
Component Descriptions	page 9
Special Requirements	page 13
Grantee Requirements	page 14
Application Instructions	page 16
Definitions and Codes	page 24
Other MCACA Programs	page 36
MCACA Partnerships	page 38
Regional Regranting	page 40
Council Members and Staff	page 43
Application & Assessment Forms	pull out

The information contained in this booklet pertains to the Cultural Projects Program. If you have questions about other Council programs please contact Council staff. You may also want to attend one of our program workshops.

MCACA is partnering with the Michigan Association of Community Arts Agencies (MACAA) to present this year's spring workshops. MACAA will present morning sessions at each location below beginning at 9:00 a.m.. There is a small fee to attend the morning sessions. MACAA will feature *Mission-based Planning, *Community Cultural Planning* and Team building Leadership. For more information call 1-800-203-9633 or go to www.macaa.com

The MCACA afternoon Forum is free of charge and will feature a discussion of FY 2005 and FY 2005 Programs and Processes.

MCACA Spring Forums

For more information, contact Council staff at (517)241-4011

<u>City</u>	<u>Date</u>	<u>Time</u>	<u>Address</u>	<u>Phone/Contact</u>
Saginaw	3/17/04	2: 00 P.M.	Saginaw Enrichment Center 120 Ezra Rust Dr.	(989) 759-1496 contact Nancy Koepke
Lansing	3/19/04	2:00 P.M.	Radisson Hotel 111 North Grand Ave	(517)482-0188 contact Andrea Johnson
Kalamazoo	3/22/04	2:00 P.M.	Epic Center (API Theatre) 359 S. Kalamazoo	(269) 342-5059 contact Anne Mehring
Grand Rapids	3/23/04	2:00P.M.	Grandville Avenue Academy for the Arts 644 Grandville Ave S.W.	(616) 742-0692 contact Marjorie Kuipers
Detroit	3/25/04	2:00 PM	Focus Hope (Conference Center) 1400 Oakman Blvd	(313)494-4390 contact Donna Roland
Gaylord	3/30/04	2:00 PM	Best Western Alpine Lodge 833 West Main	(989) 732-2431 contact Julie Kettlewell
Marquette	3/31/04	2:00 PM	Peter White Library/Art Center 300 Baraga Ave.	(906) 228-0472 contact Reatha Tweedie

Cultural Projects Program *at a Glance*

✓ Each project component has specific criteria, you must choose a component on the application

To be Eligible...

✓ Applicants must be incorporated in Michigan, tax exempt, organizations

✓ Applicants with unmet obligations on prior grants,
i.e., late/incomplete reports, *may not* apply

(Please contact MCACA staff if you are concerned about a prior grant)

Funding Basics...

✓ Funding up to \$30,000 is available

✓ Request amounts may not exceed 1/3 of the project's total cost

✓ A cash match of at least 50% of the
request amount is required

✓ Funded projects must be completed
within the grant period of, 10/1/2004 - 9/30/2005

✓ Applicants may apply to more than one Council program. However, the Council reserves
the right to limit the number of grant awards to any one applicant

✓ Only one application may be submitted for the
same project or activity in a fiscal year

Deadline...

✓ Applications must be postmarked no later than May 1, 2004;
Hand delivered applications must be in MCACA offices by April 30, 2004 at 4:00 p.m.

Late applications will **NOT** be accepted.

✓ Metered mail IS NOT acceptable

✓ An application fee must be included with this application

Send your completed application to:

**MCACA
Cultural Projects Program
P.O. Box 30706
Lansing, MI 48909-8206**

Program Description

Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problem, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded. Auxiliary support organizations (*i.e. friends of xyz*), may not apply in this grant program. Other State of Michigan agencies, divisions, or departments are not eligible to apply for funding from MCACA.

Fair and festival associations may not apply to this grant program.

NOTICE

The Council will not support general operating costs or projects and activities which are within the primary instructional and services responsibilities of a College or University, or limited to the College or University faculty, staff and students. With their application for funding, Colleges and Universities must provide:

- 1) Documentation of a demonstrated benefit to the community at large
- 2) Provide documentation of community involvement in the planning/implementation of the project
- 3) Include letters of support from community organizations

Funding

This program is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts and preserve our cultural heritage. It is the Council's expectation that projects funded through the Cultural Projects Program will:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Foster the creativity, promote excellence and advance culture in communities throughout Michigan | <input checked="" type="checkbox"/> Promote the development of business skills and the management capabilities of community cultural organizations |
| <input checked="" type="checkbox"/> Make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan | <input checked="" type="checkbox"/> Reach new audiences; spur local economies; increase audience access, diversity, and participation |
| <input checked="" type="checkbox"/> Support activities which create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural and social relevance | <input checked="" type="checkbox"/> Foster collaborations and partnerships between cultural organizations, local governments, business and community leaders |

Program Description

Funding - “Match”

All Council programs require that the applicant supply a level of “matching funds” or funds available to them through other sources

Matching Fund Summary

Applicants may Request up to \$30,000

Grant request may not exceed one-third of a project’s total cost.

Applicants must Make a 50% cash match

Your cash match is 50% of your request, the remainder of the matching requirements may be cash, in-kind contributions, or a combination of the two.

State Funds may not be used as matching funds

Applicants may not use the same matching funds in more than one project

The maximum request for funding in the Cultural Projects Program in \$30,000

Funding - “Uses”

Funding may be used for...

- | | |
|--|---|
| \$ Salaries, wages, honoraria, artist fees | \$ Costs related to preparation and research of original manuscripts and limited edition publications by nonprofit organizations or individuals holding copyright |
| \$ Supplies, materials, catalog, posters, packaging, distribution and other marketing expenses | \$ Lectures, symposia, panels, public discussions |
| \$ Internships, residencies, commissions | \$ Exhibits, readings, series, performances, first person interpretation, classes, seminars, in-service activities, workshops |
| \$ Video, film development | |
| \$ Planning, design, documentation, evaluation | |

Program Description

Funding - “Restrictions”

Funding may not be used for...

- ✗ Costs associated with the start-up of a new organization*
- ✗ Costs incurred prior to the grant starting date*
- ✗ Fund raising
- ✗ Projects that take place outside the state, foreign travel or out-of-state travel
- ✗ Consultants who are member of an applicant’s staff or board*
- ✗ Exhibitions or productions by children or students in grades K-12
- ✗ Payments to students
- ✗ Indirect costs (charges made by an organization to cover the management or handling of grant funds).
- ✗ Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant
- ✗ Projects for which more than one Council grant is requested
- ✗ Operating costs not associated with the project*
- ✗ Regranting or subgranting by the applicant or other organizations
- ✗ Purchase awards, cash prizes, scholarships, contributions or donations*
- ✗ Food or beverages for hospitality
- ✗ Entertainment or reception functions
- ✗ Reenactments
- ✗ Restoration of historic buildings*
- ✗ Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs*
- ✗ Preservation or restoration of collections, unless integral to a public exhibition or program
- ✗ Publications, records, films of a commercial nature, and reproductions produced to realize market profit*
- ✗ Creation of textbooks*
- ✗ College or university faculty exhibitions or performances*
- ✗ Internal programs at colleges or universities. NOTE: University or college projects must document significant community benefit, ownership, support, and shared use of projects, and submit compelling letters of support*
- ✗ Commissioning of their faculty by colleges or universities*
- ✗ Curriculum development, in service, or curricular activities
- ✗ Scholarly or academic research, tuition, and activities, which generate academic credit or formal study toward an academic or professional degree*
- ✗ Capital improvements, new construction renovation or permanent equipment items*
- ✗ Fairs or festivals*
- ✗ Science projects without a clear cultural focus*

*Activities that may not be included in project budget.

Please check components for component specific restrictions

Review Criteria

Applications to the Cultural Projects Program will be reviewed according to the following criteria. Each of the following four criteria total to a maximum score of 100 points. An average of at least 80 points must be earned for the application to receive a funding recommendation. It is not necessary to answer each individual question posed within the four categories, but, your proposal must address each of the four areas. In that respect, the review criteria may also serve as an outline for your grant proposal.

Quality / Merit

50 points

- ✓ Is the project appropriate for this funding category?
- ✓ Does the project have a clear cultural focus?
- ✓ Will the project have broad public appeal?
- ✓ Will the chosen format effectively convey the ideas and themes of the project?
- ✓ Are the proposed activities well conceived and appropriate for the target audience?
- ✓ Does this project contribute to a new, different or improved understanding of cultural ideas?
- ✓ Is there appropriate involvement by high caliber scientists, curators, educators, scholars or tradition bearers?
- ✓ Do project research activities result in appropriate public presentations?

Community Involvement

15 points

- ✓ Is the planning process inclusive and representative of the community?
- ✓ Is there a broad base of support, such as financial donors, volunteers, and in-kind contributors?
- ✓ Is there evidence of cooperative relationships with other organizations?
- ✓ Is there appropriate involvement by participants, potential audience members and others?

Impact

15 points

- ✓ Is there a demonstrated need for the project?
- ✓ Is the project physically and economically accessible to all segments of the community?
- ✓ Is there clear evidence of economic impact, including the amount of leveraged support from sources other than MCACA?
- ✓ Are there clear and detailed marketing and audience development plans?
- ✓ Will the project contribute to, or improve the cultural development of the community?
- ✓ Will this project strengthen the organization's ability to fulfill its mission?
- ✓ Does this project support state and local education goals?

Management

20 points

- ✓ Does the project adhere to and further the mission/long range plan of the organization?
- ✓ Do the staff and volunteers have the technical, artistic and administrative abilities and experience to conduct the project?
- ✓ Are roles and responsibilities clearly defined and described?
- ✓ Is the plan of work realistic and clearly outlined?
- ✓ Is the budget reasonable, accurate and complete?
- ✓ Is the evaluation plan appropriate?
- ✓ Does the clarity, accuracy and completeness of plans and application indicate the applicants ability to implement the project?

Review & Evaluation

The review of grant applications is done on three levels: the Staff level, the Peer Panel Review Level, and the Council level.

Council Staff

- Assigns an application number and sends notification of application receipt (if you do not receive notification within three weeks of the application deadline date, contact Council staff).
- Assigns the application to an ad hoc review panel, which includes a primary and a secondary application reviewer responsible for in depth application evaluation
- Issues notification of scheduled ad hoc review committee meetings
- Convenes ad hoc review meetings
- Documents and verifies ad hoc review panel findings
- Evaluates applicant compliance with Michigan Equal Opportunities Standards
- Prepares ad hoc review panel recommendations for Council consideration

Ad Hoc Review Panels

All applications are reviewed and evaluated by arts, education, cultural, science and business professionals in Ad Hoc Advisory Review Panel meetings.

Only materials submitted with the application by the deadline, will be considered by the panel.

attend, but in most cases, cannot participate in committee discussions. Applicant attendance is encouraged, but is not mandatory.

The meetings are open to the public. Applicants may

The Ad Hoc Advisory Review panel will score applications based on the individual program criteria

The Council

The Michigan Council for Arts and Cultural Affairs is made up of 15 members who are appointed by the Governor. Final funding determinations are made by the Council. Council Committees review tentative funding recommendations, based on the scores and recommendations provided by the Ad Hoc Review Panels. The committees consider Council priorities and make recommendations to the Council.

The Council reviews funding recommendations, and approves the final funding plan. They base their decisions on recommendations of the Ad Hoc Review Panel, committee comments, equitable geographic distribution, duplication of services and availability of funds.

The Council also takes into consideration the mission, programs and services of the applicant in the context of similar organizations serving the same geographic area or client base. When more than one organization requests funding for similar activities in the same area or region, the Council may elect to fund only one organization.

Normally, funding awards are determined by Council at its annual funding meeting. All review information is confidential prior to final determination by the Council. Legislators are notified of grants awarded in their districts.

The Governor formally announces Council grant awards. Notices of awards and contracting materials or funding denials are subsequently mailed to applicants.

Component Descriptions

Cultural / Heritage

This category supports projects that present the highest quality activities to a broad audience; provide greater access to, and use of, collections and contributes to the understanding of Michigan's rich cultural heritage. This component seeks to ensure the care and dissemination of Michigan's cultural heritage and to foster the relationship between cultural organizations and their communities through support for exhibitions, educational projects, programs and public activities.

Cultural / Heritage Eligibility Requirements

The applicant organization must:

- be formally organized for at least 3 years.
- have a paid professional staff.
- have a facility open to the public on a regular and continuing basis.
- actively conduct programs which are readily accessible to the general public.
- operate for the primary purpose as a museum, historical society or cultural center

The Cultural/Heritage Component supports:

- Projects and programs that allow organizations to develop exhibitions or to borrow exhibitions from other organizations.
- Low-cost exhibition touring that bring quality programming to underserved populations.
- Projects that allow organizations to bring guest experts of significant stature, for public activities which increase audiences.
- Residencies of guest curators to select and install special exhibitions and to interact with local community members.
- Activities such as symposia, public lectures or interpretive events that increase the public's understanding of heritage and culture.

- Projects undertaken to increase cultural tourism in their areas, outreach to new audiences or to spur the local economy.
- Projects that provide opportunities for lifelong learning, creative exploration and aesthetic growth.

Funding is provided to proposals which include all of the following:

- Involvement of project participants in the creative process through experiential educational activities.
- Specifically address organization and community needs.
- Provide a new, different or improved understanding of a cultural concept.
- Utilization of project development, presentation and evaluation methods consistent with current professional practices.

Component Descriptions

Science and Culture

Science Centers, Zoos, Planetariums, Nature Center's, Children's Museums and other nonprofit science organizations have an enormous role to play in the cultural and creative enrichment of Michigan citizens. This category supports exhibitions, educational projects, programs and public activities that link science literacy, creativity and other cultural endeavors. The disciplines of arts or culture must be central to all projects supported by MCACA grants

Science and Culture Eligibility Requirements

The applicant organization must:

- be formally organized for at least 3 years.
- have a paid professional staff.
- have a facility open to the public on a regular and continuing basis.
- actively conduct programs which are readily accessible to the general public.
- operate for the primary purpose as a Science Center, Zoo, Planetarium, Nature Center or Children's Museum as stated in the organizations mission statement.

The Science and Culture Component supports:

- Exhibitions that critically examine the social and cultural implications of scientific research, scientific method and ethical issues.
 - Projects and programs that allow organizations to develop exhibitions or to borrow exhibitions from other organizations.
 - Low cost exhibition touring that bring quality programming to underserved populations.
 - Projects that allow organizations to bring guest experts, of significant stature, for public activities which increase audiences.
 - Residencies of guest curators to select and install special exhibitions and to interact with local community members.
 - Activities such as symposia, public lectures or interpretive events that increase the public's understanding of science and culture.
- Projects undertaken to increase cultural tourism in their areas, outreach to new audiences or to spur the local economy.
 - Projects that provide opportunities for lifelong learning, creative exploration and aesthetic growth.

Funding is provided to proposals which include all of the following:

- Involvement of project participants in the creative process through experiential educational activities.
- Information presented based on documented and reviewable research.
- Clearly establish the relationship between science, creative exploration, critical thinking skills, innovation and arts or culture.
- Utilization of project development, presentation and evaluation methods consistent with current professional practices.

Component Descriptions

Folk Arts

Folk Arts Component funding is designed to identify, document, preserve, conserve and present Michigan's folk arts and culture. Folk Arts exist within a specific cultural context, and for audiences outside this context to appreciate this, most projects will require the services of a professional folklorist or other traditional culture expert.

Folk Arts

The folk arts represent living traditions:

- 1. That are practiced by people who share a family, tribal or ethnic heritage; occupation; language; religion, or geographic area;**
- 2. That are learned informally;**
- 3. That have endured through generations;**
- 4. That carry a community or ethnic aesthetic, or symbolize shared experiences, cultural identity and values.**

Projects must focus on folk artists and the work of folk artists that represent authentic, traditional knowledge and skill and make the variety, richness, vitality and significance of our diverse cultural heritage available to a wider public.

The folk arts include the performing arts; the material arts and crafts, and the narrative and verbal arts. Examples include, but are not limited to, balladry, black ash basketry, blues music, clog dancing, break dancing, decoy carving, fiddle making, gospel music, Native American drumming, needle work, quill work, quilt making and the telling of tales.

Projects may involve the folk traditions of our state's native peoples and early immigrants, or may encompass the artistic traditions of Michigan's more recently established immigrant communities, such as, those from Southeast Asia and the Middle East.

This category advances, maintains and strengthens Michigan's folk arts traditions and folk culture. Grants are awarded to organizations that produce exemplary folk arts projects ranging

from festivals and tours, to concerts, exhibits, publications and radio broadcasts. All projects must involve authentic folk art, artists or art activities.

The Folk Arts Component Supports:

- Exhibits, concerts, performances, a series of activities, tours, traveling exhibits, festivals and pow wows
- Preservation and advancement of the folk arts by the professional use of modern documentary technology including audio or video taping, film making or photography, by individuals who have substantial knowledge of Michigan's folk arts and expertise in documentation techniques
- Projects undertaken by recognized folk, ethnic and tribal organizations
- Projects which provide free public activities, particularly those which identify, interpret and document traditional cultural expression, indigenous to a community, area, region, tribal or ethnic group and provide free public activities which involve the subjects of the study
- Projects that allow museums to organize traditional arts exhibitions or to borrow traditional arts exhibitions organized by other museums
- Projects that allow museums to preserve traditional arts collections of artistic and

Component Descriptions

cultural significance by identifying and solving problems of climate control, security and storage while providing direct public benefit from the activity through exhibitions or other activities.

- Projects that allow museums to document traditional arts collections in publications prepared for the general public.

- Projects of performing groups by providing costumes or instruments, better rehearsal space or more rehearsal time; replacing taped music with live accompaniment, or in other ways.

Note: *Those interested in Technical Assistance or Folk Arts apprenticeships should contact the Michigan Traditional Arts Program at Michigan State University Museum, 517/353-9678.*

Folk Arts Funding Restrictions / Exceptions

All Cultural Projects funding restrictions apply, with one exception, folk festivals are eligible for funding.

In addition, funding may not be used for the following:

- Projects involving revivalists or reproductions
 - Historical presentations, reenactments or recreations
-

Special Component Review Criteria

All Folk Arts projects are reviewed according to the Review Criteria for Cultural Projects, as well as the following:

- | | |
|--|--|
| • Artistic merit and authenticity of folk arts artistic ability, technical skill and authenticity of folk artists. | • Meaningful involvement of artists and community members whose traditions are to be represented. |
| • Extent to which the project contributes to and is significant within the field of folk arts. | • Accessibility of materials documented or archived, distribution of completed productions or studies to local and general audiences and to the folk arts field. |
| • Extent to which the selection of folk artists is suitable, inclusive and thorough. | • High quality of research that results in public presentation, to the folklife field or the general public (final form of materials presented to the public must be suitable for a general audience). |
| • Qualifications and involvement of folklife experts. | |
| • Appropriate means of presentation or interpretation in terms of the art forms involved. | |
| • Technical and artistic excellence in the documentary medium. | |

Special Requirements

Special Requirements by Activity Type

Film, Video or Radio Production

If support of a film, video or radio production is requested, your narrative should describe the production format, length of the work and phase the project will support; describe production activities and/or distribution plans; list key production personnel and subcontractors.

Museums Projects

If exhibitions are planned, your narrative should identify curators and other key staff and describe their qualifications; provide resumes or abbreviated biographies for them in Attachment 10; describe the exhibition content and concepts, and describe how the objects are to be exhibited, related to the stated curatorial premise.

If conservation is involved, your narrative should describe: the relevance of the object to be conserved to the institution's collection and programming and community; the aesthetic and historical significance of the work; the circumstances that created the need for conservation; the urgency of the need for conservation; maintenance plans; public access to the work after restoration. Identify, describe the qualifications of and provide resume for the curators.

If traveling exhibitions are involved, your narrative should list the name of and describe the facility at each site. Submit letters of support from the exhibition host sites in Attachment 8.

Your Narrative should also describe how the community, whose traditions are represented, is involved in and supports the project.

Presenting

If funding is requested for presenting, your narrative should describe the presenter's facility, including size of house, type of stage, lighting, sound, dressing room, etc.

Public Spaces

If permanent or temporary exhibitions, performances or other activities will occur in public spaces, provide the following in your narrative: describe community activities (community membership on selection committee, town meetings, local cable broadcasts, etc.) undertaken to ensure the success of the project. If appropriate, describe the involvement of and any contribution to the project by local government.

Folk Arts

If your focus is Folk Arts, your Narrative should describe the long and short-term plans for utilizing the information collected and its presentation to the public (exhibit, publication, festival, recording etc.); provide number of folk artists to be documented, number of fieldwork days and examples of traditions and artists to be documented; describe products of fieldwork (reports, biographies, essays, photographs, etc.)

If presenting is involved, your Narrative should describe the interpretive formats (program booklets with articles, signs, photomurals, presenters, etc.) to be used so that the audience can better understand the cultural information presented.

If research is a central part of the project, your Narrative should describe research activities and how research materials will be presented to the public.

If traditional arts specialists (folklorists, etc.) are involved, your Narrative should identify them by name and describe their qualifications, and provide resumes or abbreviated biographies for these specialists, including credentials, research and/or field experience, publications, projects, honors etc. in Attachment 10.

Grantee Requirements

Grantees must confirm project / program implementation plans and if requested a revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations”, includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$300,000 in *yearly expenditures* of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance implementing requirements outlined in Michigan Executive Order 79-4 “Equal Opportunity Standards in State and Federal Contracts”.

Grantees must assure the Council that professional performers and related or supporting personnel employed on projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure

the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, “Cost Principles for Nonprofit Organizations,” A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, “Debarment and Suspension,” certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit interim or quarterly reports.

Grantee Requirements

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations/schools agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location AND the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

Application Fee

Applicants are required to pay an application fee for each submitted application. The nonrefundable fee is \$300 or three percent of the grant request, whichever is less. The check should:

- ◆ Be made out to the State of Michigan
 - ◆ Be stapled to the cover page of the application form
 - ◆ Be placed inside envelope # 1 “Originals”
-

Waiver Requests

Organizations which seek a waiver of any portion of the program guidelines, must do so in writing by **April 16, 2004**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Request for waivers will be reviewed and acted upon by the Council’s Executive and Budget Committee. This action may not be completed prior to the deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

Applicants with unmet obligations on prior grants (i.e. late or incomplete reports or other significant problems) are not eligible to apply. Should contract obligations not be met at any time during the review process, the pending application may be removed from the process and deemed ineligible. If previous contract obligations are not met following Council action, but prior to completion of the contracting process, the approved grant may be rescinded.

Application Instructions

Applications must be typed. Before preparing your application, read the guidelines. The Guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

The codes requested in the application may be found in the Codes/Definitions pages 24-30.

Section 1 Cover Page

The cover page provides a receipt record for Council use, serves as notification to you of receipt of your application, and provides the summary of the project for Council members.

Project Summary

Provide a clear and concise project summary. Include timeline and # and types of activities. Use only the space provided. If the project is funded, this will be the basis for your grant contract language.

Separate applications must be completed for each grant request. The grant application form may be duplicated.

Component Selection

It is critical that you select the appropriate component. If you make an incorrect selection you are not likely to receive a funding recommendation.

Section 2 Applicant Information

Name, Address and Telephone Number

Enter the legal name, other commonly used name, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. Note: This individual and the Project Director can not be one and the same.

Board Chairperson

Enter the name title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

County Code

Refer to County Codes in this booklet (page 24). Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

Federal Identification Number

Enter the applicant organization's Federal, 9 digit Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Helpful Hints....

When filling out your application don't forget to speak to the specific criteria the peer review panel will use judge your application. Clearly explain the public benefit of your project. Remember, Good planning makes successful projects.

Application Instructions

Status Code

Refer to Status Codes in this booklet (page 25). Enter the 2-digit code which indicates the applicant organization's legal status. If it is a non-profit organization, add the letter which describes it.

Institution Code

Refer to Institution Codes in this booklet (pages 25-27). Enter a code to identify the applicant organization.

Date Organized

Enter month and year applicant began publication under current legal name.

Number of Paid Professional Staff

List full and part-time separately.

Helpful Hints....

Provide relevant and concise information in the resumes and bios of key project personnel. Check for typos and double check the accuracy of all mathematical calculations.

Annual Hours of Operation

Provide total public hours and indicate if operations are seasonal

Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office.

Applicant's Primary Discipline Code

Refer to Discipline Codes in this booklet (page 27) and enter the code which best describes the applicant organization's primary area of work.

Grantee Race Code

Refer to Grantee Race Code in this booklet (page 29). Enter the **one** code that best represents 50% or more based on code description for applicant organization.

Section 3 Project Information

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). Note: This individual and the Authorizing Official may not be one and the same.

Activity/Project Title

Start date/end date

Enter the dates of your project. These dates must be within the grant period of October 1, 2004 through September 30, 2005. Be sure to include planning and implementation periods.

Project's Primary Discipline Code

See Discipline Codes in this booklet (page 27) and enter the code which best describes the primary discipline of your project.

Application Instructions

Project Race/Ethnicity Code

Refer to Project Race/Ethnicity Codes in this booklet (page 29). Enter a code to reflect grant activities.

Type of Activity Code

Refer to Activity Codes in this booklet (page 28) and enter the code which best describes what you plan to do in your project.

Arts Education Code

Refer to Arts Education description and Codes in this booklet (page 29). If your project fits the definition of arts education, select and enter the appropriate code.

Project Descriptors

Refer to the descriptors in this booklet (page 29) and select the descriptor that comprise a significant portion (50 % or more) of the grant's resources activities.

Select and enter all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, enter -1.

Project County Code

Refer to the County Codes in this booklet (page 24) to describe the location of the project. The applicant organization's location and the project location may differ. Enter all that apply.

Section 4 Summary Information

The information provided in Sections 4a and 4b will be reported to the public, in compliance with the Michigan Council for Arts and Cultural Affairs' research and communication plans. The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

Section 4b Project Participation Summary

NOTE: Artists may be defined as; visual artists, curators, designers, graphic artists, authors, video or film makers, teachers, instructors, sculptors, actors, dancers, singers, musicians, etc.

Michigan Artists Participating

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

Helpful Hints....

Clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.

Application Instructions

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists involved in this project as providers of art or artistic or cultural services.

Artists Participating

Enter the total number of artists involved in this project as providers of art, artistic or cultural services (this total number should include Michigan artists.)

Amount Paid to Artists

Enter the total amount to be paid to artists involved in this project as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists.)

Helpful Hints....

Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, prior MCACA funding does not ensure continued support.

Individual Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. .

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires and Employees

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project.

Section 4c

ADA Information

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5 Projected Budget

Complete the budget paying attention to the instructions on the application form as well as the budget definitions.

A detailed itemization must be provided as Attachment #2. See instructions for Budget Itemization. The Budget Itemization must follow the same format as the Sample Itemization in this booklet (pages 32-33) and include all sub-totals and totals.

Application Instructions

Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization.

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.

After completing the project budget, Section 5, transfer requested information to Budget summary (section 4a).

Section 6

Assurances

Please review carefully. Provide the signature of the authorized official, or board designee; include the meeting and signing dates.

Section 7. Attachments

Submit Proposal Narrative as Attachment #1.

The Project Narrative is vitally important to the Peer Panel Reviewers, as it tells the story of your project and includes details such as the 'who, what, when, where, why, and how much'. The Narrative should be written so that it can be easily understood by someone not familiar with the applicant organization or geographic location. Please be concise and to the point.

Compose the Narrative, by addressing the numbered items (#1-#4 below) which correspond to the program's Review Criteria. Incorporate answers to issues/questions listed under each Review Criteria (page 7), in the body of the Narrative text.

Narrative Formatting

Narrative must be typed single spaced, on 8½" x 11" sheets of white paper one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1" on all sides.

Failure to adhere to formatting criteria may result in a loss of points.

Application Instructions

Submit no more than 6 narrative sheets and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

1. Quality/Merit (Worth 50 points at the panel review)

Describe your organizations commitment to high professional standards by describing the time procedures and resources etc. which support these standards.

Indicators of quality include; programing, critical reviews, awards, qualifications of key personnel appropriate equipment etc.

Include documentation that supports the quality of services and activities provided.

2. Impact (Worth 15 points at the panel review)

Describe target audience and their needs, explain audience development and access plans, explain how the project will reach, involve and benefit your audience.

Describe how you meet community needs and the extent to which the project will reach, involve and benefit underserved, diverse, geographic, cultural ethnic, and special populations

Describe and estimate the number of individuals you intend to reach. Describe audience characteristics; population, rural, urban, racial make-up, youth, senior citizen, disabled, etc.

3. Community Involvement (Worth 15 points at the panel review)

Describe how the community supports your program and activities. Provide evidence of the scope of such support. Include non monetary support such as in-kind contributions, voluntary or letters from program participants.

Indicate the organizations that you have been involved with in these efforts (i.e. schools, community organizations, universities and local units of government, etc.) provide evidence of joint planning if applicable.

4. Project Management and Feasibility (Worth 20 points at the panel review)

Describe your planning process for the proposed project. Include information on key participants involved in implementation and management as well as the extent to which the planning and participants are appropriate. Include your justification for the feasibility and effectiveness of the project plans and its potential for success (realistic time lines, work plans, funding request and budget, etc.)

Identify by name and provide relevant qualifications of your organizations key decision makers.

Provide a description of your project evaluation methods.

Provide a description of your promotional plans and methods.

Provide a descriptions of facilities, location, or sites in which activities will occur.

Attachment # 2, Budget---Itemization see sample itemization page 32 -33.

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including cash and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all payments to individuals should identify their role or title, and the fee for each. The itemization must be accurate and balance with the projected budget in section 5. *You must indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a "p" or "c", next to the dollar amount.*

Attachment # 3, Organizational History

In not more than one page, please provide a brief description of the applicant organization including history and activities. Be sure to include the organization's mission statement.

Application Instructions

Attachment #4, Proof of Tax Exemption Status

Provide proof of tax exempt status. A 501 c 3 and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan non-profit incorporation, articles of incorporation, by-laws, proof of sales tax exemption.

Agencies of government and public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement.

Attachment #5, Project Assessment

Complete the Project Assessment form located in the back of the guidelines, immediately after the application form. Be sure to complete all the sections thoroughly. **If funded, organizations will be asked to use this document to evaluate the project's overall success/impact as part of the final reporting requirements.** Selected funded projects may also be required to hire an outside evaluator as part of this assessment process.

Attachment #6, List of Governing Board Members

Provide a roster of your governing board, including names, addresses, telephone numbers, professions or areas of expertise.

Attachment #7, Project Director's Resume or Bio

Provide the resume or bio of the project director.

Attachment #8, Letters of Support

Provide a minimum of three but no more than ten letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

Attachment #9, Resume(s) or Bio(s) of Key Decision Makers

Provide the resumes or bios of the key project decision makers, jurors, panelists, etc.

Attachment #10, Resume(s) or Bio (s) of A Key Personnel

Provide the resumes or bios for each artist who has been identified in the project narrative.

Attachment #11 Advocacy Information Form

Please complete the Advocacy Information Form located at the back of these guidelines. This document will help the Council fill any gaps in information services provided to all interested stakeholders. The information organizations provide in this attachment will not impact positively or negatively on scores or funding.

Application Instructions

Attachment # 12, Documentation

- 1) Provide concise but representative sample of materials, to acquaint panelists with your organization and its programs (i.e. mission statement, long-range plan, promotional materials, pamphlets, brochures, annual reports, programs, catalogues, newsletters, etc.).
- 2) Provide project specific documentation. (i.e.. exhibit blueprints or story-line, interpretive outline, or project implementation plan).

Each item should be labeled and numbered in the right, top corner.

Sample materials may not exceed the following:

1. Three (3) copies of not more than five (5), one-page items (press release, critical review, etc.)
2. Three (3) copies of not more than one (1), multi-page item (newsletter, pamphlet, annual report, etc.)

No “over-sized” (larger than 9"x12") items may be submitted.

Optional Documentation

You have the option of submitting samples as part of your project documentation. However, you should be aware that one copy of your documentation stays in MCACA offices, the other two copies are forwarded to the primary and secondary reviewers of your project and may not be viewed and or listened to by the entire review panel. If you choose to send optional documentation, please refer to the directions listed below. Submit **optional documentation using one of the following formats**. Do not submit original work.

Audio - Must be submitted as follows.

1. Submit standard C.D. or audio cassette tapes only.
2. Submit three (3) copies of one (1) Audio Recording
3. Label the Audio Recording with name of the applicant organization.
4. A one-page Audio Sheet that describes the work sample reviewers will evaluate.

Printed Photography - Submit printed photographs as follows.

1. Submit three (3) sets of up to ten (10) photos.
2. A one page photo list that describes each print. Number the descriptions to correlate with the numbered print they describe.

Video - Submit a Video Recording as follows:

1. Submit three (3) copies of one (1), C.D. or ½ VHS format video cassette, recorded at standard play speed.
2. Label the Video Recording with the name of applicant organization.
3. A one page Video Sheet that describes the sample to be evaluated.

The Council assures that videos will be used for the purpose of artistic evaluation, then archived and, after three years, destroyed. Video samples will not be made available for subsequent viewing by any individual or organization. In all matters pertaining to video recording Samples of Work, AEA rules and regulations apply.

Attachments/Checklist

The Attachments/Checklist must be submitted with your application.

Application Definitions & Codes

Underserved Community/Areas Definitions

It is the Council's long-term goal to make quality arts and cultural programs and services to all 83 counties in the State of Michigan.

Underserved Community

An underserved community is defined as one in which people lack access to arts and cultural programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Underserved areas

"Underserved areas" are identified and defined by the Council as the counties listed below:

Alcona	Cass	Kalkaska	Menominee	Roscommon
Alger	Clare	Keweenaw	Missaukee	Schoolcraft
Allegan	Crawford	Lake	Montcalm	Shiawassee
Antrim	Eaton	Lapeer	Montmorency	Van Buren
Arenac	Gladwin	Livingston	Monroe	Wexford
Baraga	Gratiot	Luce	Oceana	
Barry	Hillsdale	Mackinac	Ogemaw	
Bay	Ionia	Manistee	Osceola	
Benzie	Iosco	Mason	Otsego	
Branch	Iron	Mecosta	Presque Isle	

County Codes

01 Alcona	18 Clare	35 Iosco	52 Marquette	69 Otsego
02 Alger	19 Clinton	36 Iron	53 Mason	70 Ottawa
03 Allegan	20 Crawford	37 Isabella	54 Mecosta	71 Presque Isle
04 Alpena	21 Delta	38 Jackson	55 Menominee	72 Roscommon
05 Antrim	22 Dickinson	39 Kalamazoo	56 Midland	73 Saginaw
06 Arenac	23 Eaton	40 Kalkaska	57 Missaukee	74 Sanilac
07 Baraga	24 Emmet	41 Kent	58 Monroe	75 Schoolcraft
08 Barry	25 Genesee	42 Keweenaw	59 Montcalm	76 Shiawassee
09 Bay	26 Gladwin	43 Lake	60 Montmorency	77 St Clair
10 Benzie	27 Gogebic	44 Lapeer	61 Muskegon	78 St Joseph
11 Berrien	28 Grand Traverse	45 Leelanau	62 Newaygo	79 Tuscola
12 Branch	29 Gratiot	46 Lenawee	63 Oakland	80 Van Buren
13 Calhoun	30 Hillsdale	47 Livingston	64 Oceana	81 Washtenaw
14 Cass	31 Houghton	48 Luce	65 Ogemaw	82 Wayne
15 Charlevoix	32 Huron	49 Mackinac	66 Ontonagon	83 Wexford
16 Cheboygan	33 Ingham	50 Macomb	67 Osceola	99 Statewide, Use
17 Chippewa	34 Ionia	51 Manistee	68 Oscoda	for project activity
				only

Application Codes

Status Codes

Describes Legal Status

02 Organization / Nonprofit - No part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.

A. - **A unincorporated association formed for nonprofit purpose:** a church committee, a group operating under an "assumed name," a new group of community volunteers, etc.

B. - **A nonprofit or not-for-profit corporation:** some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.

C. - **A resident tax exempt (501(c)3) organization:** a private school, an arts organization, a private university, a charitable trust, a fund-raising/granting organization, a public foundation, a "United Fund," a community service organization, a church, an alumni association, etc.

D. - **A tax exempt organization other than (501(c)3) or one which is a Segment of a larger tax-exempt organization:** a state chapter of a national tax-exempt organization, a local branch of a state-wide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or "local," etc.

03 Organization - Profit income or assets do inure to the benefit of directors, officers, employees, or stockholders.

04 Government - Federal to be used when the mail recipient is a unit of or individual associated with the federal government.

05 Government - State to be used when the mail recipient is a unit of or individual associated with the state government.

06 Government - Regional to be used when the mail recipient is a unit of or individual associated a sub-state regional government.

07 Government - County to be used when the mail recipient is a unit of or individual associated with a county government.

08 Government - Municipal to be used when the mail recipient is a unit of or individual associated with a municipal government.

09 Government - Tribal to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

99 None of the above - To designate an entry which cannot be coded.

Institution Codes

Describes Institution Type

07 Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.

08 Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.

09 Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, which own or utilizes tangible objects, cares for them and exhibits them to the public in some regular schedule. (such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)

11 Cinema - a motion picture theater organization which regularly shows films.

Application Codes

15	Arts Center - a multi-purpose facility for arts programming of various types.	32	Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs, Elks, Clubs, the Salvation Army, Junior League, etc.
16	Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area. (e.g., county, state, local.)	33	Correctional Institution - a prison, penitentiary, reformatory, etc.
19	School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.	34	Health Care Facility - hospital, nursing home, clinic, etc.
20	School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators	35	Religious Organization - church, synagogue, etc.
26	College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.	36	Seniors' Center - a facility or organization offering programs, care or services for people 65 and over.
27	Library	37	Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities.
28	Historical Society/Commission - a historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.	38	Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.
29	Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g., county, state, local.)	47	Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.
30	Foundation - an endowed organization which dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.	48	School of the Arts - any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.

Application Codes

- 49 Arts Camp/Institute - a organization dedi-
cated to camps, institutes or in-depth experi-
ences for limited time duration (e.g., a
children's summer music camp).
- 50 Social Service Organization - governmental
or private agencies designed to provide
services addressing specific social issues
(e.g. public housing, drug abuse, welfare,
violence, the environment, health issues, etc.)
- 51 Child Care Provider - An organization
providing child care.
- 99 None of the above.

Discipline codes

Describes primary area of work.

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> 01 Dance 04 Theater 07 Crafts 10 Literature 12 Folk Arts - pertaining to oral, customary, material
and performance traditions informally learned
and transmitted in contexts characteristic of
ethnic, religious, linguistic, occupational and/or
regional groups. For dance, music, crafts/
visual arts and oral traditions that meet the
above criteria, use the subcodes 12A-12D.
For other folklife or traditional art forms not
itemized below (such as specific occupational
arts, vernacular architecture, fold/traditional
theater or other performing art forms), use
the main code of 12. Do not include folk-
inspired forms. (For example, interpretations
of ethnic/folk dance or music by artists
outside the particular ethnic/folk tradition
should be coded 01B or 02E, respectively. | <ul style="list-style-type: none"> 02 Music 06 Design Arts 08 Photography | <ul style="list-style-type: none"> 12A: Folk/Traditional Dance 12B: Folk/Traditional Music 12C: Folk/Traditional Crafts and Visual Arts 12D: Oral Traditions (include folk/traditional
storytelling) 13 Humanities - pertaining but no limited to the
following fields: history, philosophy, languages,
literature, linguistics, archaeology, jurispru-
dence, history and criticism of the arts, ethics,
comparative religions, and those aspects of
the social sciences employing historical or
philosophical approaches. This last category
includes cultural anthropology, sociology,
political theory, international relations, and
other subjects concerned with questions of
value and not with quantitative matters. 14 Multi-disciplinary - pertaining to grants that
include activities in more than one of the
above disciplines; use this code to describe
only those grants in which the majority of
activities cannot be attributed to one disci-
pline. 15 Non-arts/Non-humanities. |
|--|--|---|

Application Codes

Type of Activity Codes

General description of what you plan to do.

01	Acquisition - expenses for additions to a collection.	30	Student Assessment - the measurement of student progress toward learning objectives. Not to be used for program evaluation.
02	Audience Services - ticket subsidies, busing senior citizens to an event.	31	Curriculum Development/Implementation - include the design, implementation and distribution of instructional materials, methods, evaluation, criteria, goals and objectives.
05	Concert/Performance/Reading-include production/development.	33	Building Public Awareness - activities designed to increase public understanding of arts and culture or to build public support for arts and culture.
06	Exhibition - include production and development.	34	Technical Assistance - with technical/administrative functions.
07	Facility Construction, Maintenance, Renovation.	35	Web Site / Internet Development - include the creation or expansion of existing Web sites (or sections of Web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.
09	Identification/documentation - archival, educational purposes.	36	Broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks.
12	Instruction - include lessons, classes, and other means used to teach knowledge of and/or skills.	99	None of the above.
13	Marketing - see budget definitions.		
14	Professional support - Administrative.		
15	Professional Support - Artistic.		
16	Recording/Filming/Taping - including creation in 04, documentation in 09, publication in 17.		
17	Publication - books, manuals, newsletters.		
18	Repair/restoration/Conservation.		
19	Research Planning - Include program, evaluation, strategic planning, and establishing partnerships/collaborations between agencies.		
22	Seminar/Conference.		
23	Equipment Purchase/Lease/Rental.		
25	Apprenticeship/Internship.		
27	Translation.		
29	Professional Development/Training - activities enhancing career advancement.		

Helpful Hints....

The application narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area.

Application Codes

Grantee Race Codes

Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership.

- | | | | |
|---|---|----|---|
| A | 50% or more Asian | P | 50% or more Native Hawaiian / Pacific Islander |
| B | 50% or more Black / African American | W | 50% or more White |
| H | 50% or more Hispanic / Latino | 99 | no single group listed above represents 50 percent or more of staff or board or membership. |
| N | 50% or more American Indian / Alaska Native | | |

Project Race/Ethnicity Codes

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose code "99".

- | | | | |
|---|--------------------------|----|------------------------------------|
| A | Asian | N | American Indian / Alaska Native |
| B | Black / African American | P | Native Hawaiian / Pacific Islander |
| H | Hispanic / Latino | W | White |
| | | 99 | No single group |

Arts Education Code

Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes.

Projects not fitting the definition of arts education stated above should be coded 99. For those projects fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes are acceptable:

- | | | | |
|----|--|----|---|
| 01 | 50% or more of this projects activities are education directed to: | 02 | Less than 50% of this project's activities are education directed to: |
| | A. K-12 students | | A. K-12 students |
| | B. Higher education students | | B. Higher education students |
| | C. Pre-kindergarten children | | C. Pre-kindergarten children |
| | D. Adult learners (including teachers and artists) | | D. Adult learners (including teachers and artists) |
| | | 99 | None of this project involves education |

Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 % or more) of the grant's resources activities. Choose all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, enter -1.

- | | |
|---|---|
| A Accessibility - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities. | the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas. |
| I International - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency. | T Technology - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes. |
| P Presenting/Touring - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either | Y Youth at Risk - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries. |

Budget Definitions

Activity

Refers to the specific project or range of operations proposed for MCACA funding.

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash

Funds from the applicant's resources allocated this project.

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded

Amount awarded in support of this activity.

Budget Definitions

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see “Other Expenses.”

Non-employee artistic fees and services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, other fees and services - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State/Regional Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants or appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Touring Arts, etc.*

Total Cash Expenses

The total of personnel through capital expenditures above.

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see “Other Expenses.”

Total Cash Revenues

The total of admissions through grant amount award above.

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization.

ATTACHMENT #2, Page 1 “Your” Cultural Organization Inc.

Revenue:

(p = projected) (c = confirmed)

Admissions			
Ticket sales			
3000 x \$5 per ticket	\$15,000 p		\$15,000
		This number is from line 1 of the budget form	
Contracted services			
7 school workshops - 7 x \$150 ea	\$1,050 c		
2 school assemblies - 2 x \$350 ea	<u>\$700 c</u>		
	\$1,750 c		\$1,750
		This number is from line 2 of the budget form	
Other / Memberships			
400 x \$15 per membership	\$6,000		
80 x \$25 per membership	<u>\$2,000</u>		
	\$8,000 c		\$8,000
		This number is from line 3 of the budget form	
Corporate Support			
The Alexander Corporation	\$2,000 p		
15 businesses @ \$250	\$3,750 p		
4 businesses @ \$1,000	<u>\$4,000 p</u>		
	\$9,750 p		\$9,750
		This number is from line 5 of the budget form	
Other Private Support			
Millionaire Raffle	\$7,000 p		
Charities of Our Town	<u>\$3,000 p</u>		
	\$10,000 p		\$10,000
		This number is from line 7 of the budget form	
Council request	\$11,000		
Total Cash Revenue	\$55,500		\$55,500
		This number is from line 17 of the budget form	
		This amount should equal the amount on line 32 of the budget form	

Expense In-Kind

Administrative Employees:			
Volunteer Coordinator - 10% of salary	\$1,250		\$1,250
		This number is from line 21 of the budget form	
Artistic Employees:			
2 Curators 15% of salary - 2 x 4,125	\$8,250		\$9,500
		This number is from line 21 of the budget form	
Technical / production Employees			
Docents/Curatorial volunteers - 22 x 557	\$12,250		\$12,250
		This number is from line 23 of the budget form	
Other fees/services (non-employee)			
2 school teachers - 7% of salary			
2 x \$2,450	\$4,900		\$4,900
		This number is from line 25 of the budget form	
Total In-Kind Expenses	\$20,000		\$20,000
		This number is from line 33 of the budget form	

Sample Itemization

ATTACHMENT #2, Page 2
"Your" Arts Organization

Expenses / Cash

Administrative Employees		
Executive Director - 20% of salary	\$5,000	\$5,000

This number is from line 21 of the budget form

Artistic Employees		
2 Curators - 25% of salary		
2 x \$7,500	\$15,000	
3 Assistant Curators - 25% of salary		
3 x \$2,267	\$9,800	\$24,800

This number is from line 22 of the budget form

Artistic Fees / Services		
Robert Perry (Finnish Weaver)		
2 three-hour workshops - 2 x \$200	\$400	
John Dubin (Historian)		
1 lecture - 1 x \$200	<u>\$200</u>	
	\$600	\$600

This number is from line 24 of the budget form

Newspaper Ads		
4 x \$180	\$720	
5 x \$200	\$1,000	
2 x \$780	\$1,560	
Posters		
50 x \$13	<u>\$650</u>	
	\$3,930	\$3,930

This number is from line 28 of the budget form

Other Expenses		
Ticket Agent	\$500	
School materials		
Exhibit guides - 245 x \$3	\$735	
Teacher guide booklets - 75 x \$5	\$375	
Millionaire raffle	\$1,000	
Exhibit rental	\$11,085	
Shipping	\$2,525	
Installation supplies	\$500	
Corporate fundraising solicitation	<u>\$250</u>	
	\$16,970	\$16,970

This number is from line 29 of the budget form

Total Cash Expenses	\$55,500	\$55,500
---------------------	----------	-----------------

This number is from line 32 of the budget form

This number should equal the amount reported on line 17 of the budget form

NOTE: The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/expenses etc.

Test Yourself with these Questions

Take a look at the following questions. If you can answer each question “Yes” you have prepared your application to be reviewed by the peer panel. If any of your answers are “No” you may want to revisit your application.

1. Did you use an inclusive process to develop your project?
2. Does your application narrative clearly respond to the program guidelines and review criteria?
3. Is the proposed project compatible with the mission and goals of your organization?
4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5. Are all of your letters of support current and relevant to your project?
6. Have the grant program matching requirements been met?
7. Have you clearly explained what you plan to accomplish through your project?
Why? How? When?
8. Have you provided a plan to assess and evaluate the impact and success of your project?
9. Are project activities accessible to the general public? Persons with disabilities?
10. Is the facility, in which the project activities will take place, accessible to persons with disabilities?
11. Do resumes and bios of key personnel reflect relevant experience and expertise?
12. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?
13. Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
14. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?

Mailing Instruction

Applications are due by May 1, 2004 for projects beginning on or after October 1, 2004.

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted.

Metered mail will not be accepted as proof of meeting deadlines.
Faxed applications are unacceptable.

Applications must be typed or word processed.
Applications will be evaluated by review panels as submitted.

The original and three copies (total of four) of completed Council forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 7, "Packaging," page 50)

Three copies of documentation requested in specific program or component guidelines should be submitted in separate envelopes labeled with the organizations' name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes, its permanent record or use in marketing.

All application materials are public records. Keep a complete copy of your application for your file.

Applications should be sent to the following address:

Grant Application
ATTN. Cultural Projects
Michigan Council for Arts and Cultural Affairs
702 West Kalamazoo
P.O. Box 30706
Lansing, MI 48909-8206

Helpful Hints....

Before mailing, make certain your application package is complete. You will not be notified of application deficiencies. No additional information may be submitted after the May 1st deadline.

MCACA Funding Programs

Artists in Residence for Education (AIR)

The Artists in Residence (AIR) program is intended to support working, professional artists within educational settings. The AIR program is a flexible residency program that allows non-profits, schools, and school districts to design artist residencies that address the educational needs and goals of local communities. Residencies may be planned from one month to an entire year.

Arts and Learning (A&L)

The Arts and Learning Program supports quality arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations. In this way, the Council increases arts instruction by engaging the various community resources available in a single effort to make the arts basic to education. There are seven funding categories including: Arts and Humanities, Arts and Technology, Intergenerational Collaboration, Cultural Exchange, Professional Development, Arts Education Initiatives and Underserved.

Arts Organizational Development Program (AOD)

The Arts Organizational Development Program provides funding for professional, small to mid-sized arts producing organizations to acquire special skills to strengthen their administrative infrastructure. The program is not designed for organizations in crisis, but is a mechanism for such organizations to reach their full potential. There are two categories of grants available in this program: (A) - Strategic Planning (B) - Administrative Development. **FOR EVALUATION PURPOSES, THIS PROGRAM IS CLOSED TO NEW APPLICANTS**

Arts Projects Program

The Arts Projects Program supports projects and activities that provide quality arts and cultural programming to citizens across the state. Projects supported by this funding program are divided into 12 components: Dance, Design, Literature, Media, Multidisciplinary, Museums, Music (Chamber, Choral, Computer, Electronic, Jazz, Orchestral, Symphonic and Vocal), Opera / Musical-Theater, Theater, and Visual Arts.

Big Culture Lesson

The Big Culture Lesson Program is a new initiative of the Michigan Council for Arts and Cultural Affairs. Projects funded through this program will introduce teachers and students with Michigan's diverse artistic and cultural resources, generate sustainable models and arts integrated curriculum that can be shared with schools and districts throughout the state. Collaborative partnerships between educational institutions (schools/districts) and arts or cultural organizations will develop sustainable integrated models, educational curricula and resources, conduct authentic assessment and piloting of curricula, demonstrate and document the impact of arts and cultural integration and provide web based resources to be shared statewide.

MCACA Funding Programs

Capital Improvement Program

The Capital Improvements Program provides funding assistance for capital improvement projects for the expansion, renovation, construction or acquisition of cultural facilities. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings or operational support. Any Michigan municipality (village, city, township, or county), may request funding for projects that include capital improvements of community organizations, arts and cultural facilities and publicly owned facilities; excluding stadiums used primarily for professional sporting events.

Discretionary Grants

The Discretionary Grant Program provides funding to projects initiated by Council members and staff in response to sudden opportunities and the Michigan Arts Plan. Generally, funding for this program comes from funding returned from other Council programs during the year. Organizations may be invited to submit requests to implement Council initiatives. On occasion, for extraordinary reasons, Discretionary Grants may be awarded by the Council in response to proposals submitted to core programs. (Michigan Council for Arts and Cultural Affairs, 702 West Kalamazoo, P.O. Box 30705, Lansing, Michigan, 48909; (517) 241-4011).

Local Arts Agencies and Services Program (Locals)

The Local Arts Agencies and Services Program provides funding for organizations that deliver services to cultural groups and individual artists, in all disciplines, who foster the long term development of a community or region. Locals program applicants must be community-based, nonprofit, officially recognized arts councils, commissions, societies or organizations which are publicly accountable to provide financial and/or service support for arts and culture in the whole community which it serves. In addition, funding can also be provided for projects which support and compliment the work of local arts agencies services through the provision of services and technical assistance.

Regional Regranting Program (Minigrants)

MCACA's regional regranting program provides minigrants of up to \$4,000 for arts and cultural projects responding to local needs. Minigrants are administered for the Council by regional regranting agencies throughout Michigan. Please contact the regional regranter for your county for deadlines and other information.

Rural Arts and Culture Program (Rural Arts)

The Rural Arts and Culture program funds arts and cultural projects in 39 targeted Michigan counties who have been identified as rural and underserved by the Council. The goal of the program is to strengthen and showcase the unique arts and culture of Michigan's rural communities through community based collaborations relating to community or regional arts, history, and culture. Eligible counties are Alcona, Antrim, Baraga, Barry, Benzie, Branch, Charlevoix, Clare, Dickinson, Eaton, Gladwin, Hillsdale, Huron, Ionia, Keweenaw, Lapeer, Lake, Leelanau, Livingston, Luce, Mackinac, Mason, Mecosta, Menominee, Missaukee, Monroe, Montcalm, Montmorency, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Sanilac, Schoolcraft, Tuscola, Van Buren, and Wexford.

The Rural Arts and Culture Program is being coordinated by the Michigan State University Museum. Please contact Julie Avery and Katie Large, project staff at (517) 432-3358 or www.museum.msu.edu/ruralarts for assistance.

MCACA Statewide Partnerships

Effective arts delivery, on a statewide basis, requires comprehensive expertise, experience, resources, and a highly developed communication network capable of reaching into all segments of Michigan's urban, suburban and rural communities. MCACA accomplishes this through the Partnership Program, a collaboration of diverse forms of arts and cultural information, programming, assistance and services which expand the impact and accessibility of the Council. MCACA partnerships are determined for a three year period by an application and peer review process. Partnerships are confirmed by the Council on an annual basis.

FY 2003 Partnerships

Museums Services

The Museum Services Partnership supports Michigan museums, zoos, historical societies, planetariums, science, nature and art centers and other cultural institutions. The program provides training, field services and mentoring programs, coordinates networking and communication initiatives and promotes the cultural, educational and economic resources provided by the Michigan museum community. The program assists the Council in increasing public awareness of Michigan's museums and cultural institutions and in enhancing the professional expertise of staff and volunteers in order to preserve, protect and interpret the state's cultural resources for public benefit.

Michigan Museums Association

PO Box 10067

Lansing, MI 48901-0067

(517) 482-4055

www.michiganmuseums.org

Traditional Arts

The Michigan Traditional Arts Program (MTAP), administered by Michigan State University Museum, promotes public awareness and support for Michigan's traditional artists and traditional arts resources. In part, MTAP provides research and documentation of the work of Michigan's traditional artists; produces publications, exhibitions, and presentations and demonstrations of traditional art, music, and dance; provides technical consulting to individuals and organizations; and coordinates the Michigan Heritage Awards Program, the Great Lakes Folk Festival, the Michigan Traditional Arts Apprenticeship Program, and FOLKPATTERNS, a statewide project that engages youth in exploring their own cultural heritage.

Michigan Traditional Arts Program

Michigan State University Museum

East Lansing, Michigan 48824

517/355-2370

<http://museum.cl.msu.edu/s-program/MTAP/>

Arts Education

In collaboration with the Michigan Department of Education (MDE), MCACA and other partners will work to develop programs and initiatives to support arts education activities and professional development opportunities for teachers, artists and arts organizations. MDE and MCACA promote arts education, arts integration, teacher certification, and the support and recognition of best practices.

Ana Cardona, Fine Arts Education Consultant Michigan Department of Education Curriculum Development Program

P.O. Box 30008

Lansing, MI 48909

(517) 335-0466

cardona@state.mi.us

www.mde.state.mi.us

Design

Design Michigan, a partnership with the Cranbrook Educational Community, encourages the use of good design in the public and private sector. Activities include general design information and technical assistance counseling, educational programming, lectures and workshops in the areas of architecture, urban design, landscape architecture, interior, industrial and graphic design.

Design Michigan/Cranbrook Educational Community

1221 N. Woodward Ave., P.O. Box 801

Bloomfield Hills, MI 48303-0801

248/645-3554

www.designmichigan.org

MCACA Statewide Partnerships

Research

The Center for Arts and Public Policy, at Wayne State University, conducts research and offers data, information, and publications about Michigan's creative arts and culture industry. In addition, the Center explores public policy issues, in both public and private sectors, affecting the cultural environment. The Center convenes related conferences and workshops and has examined issues such as supplemental funding of the arts, community building through the arts, and the economic impact of non-profit arts organizations.

Dr. Bernard L. Brock
CAPP, 5104 Gullen Hall, Wayne State University,
Detroit, MI 48202
313 577-2952
www.research.wayne.edu/artpolic.html

Touring Arts and Humanities

The Touring Arts and Humanities Program provides grants and workshops to assist Michigan arts and other nonprofit groups in sponsoring performances and exhibitions by juried Michigan artists. Publications available are: "Michigan Touring Arts Directory" and "Guide to Michigan Presenters." The program is administered by The Michigan Humanities Council.

Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu

Arts / Cultural Services

The Michigan Association of Community Arts Agencies partnership strengthens local arts organizations through networking on a regional and national basis, serving as an information clearing house, providing management assistance consultancies and financial support for training/professional development of local arts leaders.

Michigan Association of Community Arts Agencies
107 Miller Ave.
Ann Arbor MI 48104
1-800/203-9633 734/996-2500
www.MACAA.com

Humanities

The Humanities partnership develops and implements a statewide arts/humanities radio project in collaboration with Michigan Public Radio to promote the state's artists and arts and cultural organizations. Michigan Great Outdoors Cultural Tour partnership provides history and cultural interpretive programs throughout the state at local, state, and national parks and historic sites.

Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu

Community Artist Residencies

The Community Artist Residency Program is a technical assistance and grant program to provide creative artists residencies and mentorships for communities, as a resource for community problem solving. Issues such as education, design, human services, economic development, at risk youth programming and others will be explored.

Michigan Association of Community Arts Agencies
107 Miller Ave.
Ann Arbor MI 48104
1-800/203-9633 734/996-2500
www.MACAA.com

Michigan Youth Arts Festival

The Michigan Youth Arts Festival is an annual festival created to embrace the finest artistic talent in Michigan's high schools. Over 60,000 students across the state become involved in the adjudication processes, resulting in over 900 students participating in the event. Disciplines include dance, drama, instrumental and vocal music, visual arts, creative writing, film and video. Between rehearsals and performances students benefit from master classes and workshops presented by working professionals in the arts.

MI Youth Arts Festival
359 S. Burdick St., Ste 203
Kalamazoo, MI 49007
269/342-1400
www.wmich.edu/cfa/myaf

Regional Regranting Agencies

MCACA's Regional Regranting Program provides Minigrants of up to \$4,000 for arts projects responding to local needs. Minigrants are administered for the Council by Regional Regranting Agencies throughout Michigan. Please contact your county's Regional Regranter for more information.

- 1 City of Detroit**
Cultural Affairs Department
1240 City-County Building
Detroit, MI 48226
James Hart / Tara Danforth Brown
313 224-3470 313 224-3399 fax
www.ci.detroit.mi.us/culturalaffair
email - jeh@itsd.ci.detroit.mi.us
County: Wayne
- 2 Oakland County Office of Arts, Culture & Film**
Executive Office Bldg.
1200 N. Telegraph Rd.
Pontiac, MI 48341-0403
Kristie Everett Zamora
248 858-0415 248 452-9172 fax
www.co.oakland.mi.us/arts/
email --zamorak@co.oakland.mi.us
County: Oakland
- 3 The Art Center**
125 Macomb Place
Mt. Clemens, MI 48043
Elaine Hommowun / Jo-Anne Wilkie
586 469-8666, Ext. 109 586 469-4529 fax
email – minigrants3@aol.com
Counties: Macomb, St. Clair
- 4 Non Profit Enterprise at Work**
1100 N. Main St.
Ann Arbor, MI 48104
Daran Smith
734 998-0160 734 998-0163 fax
www.new.org
email – dsmith@new.org
Counties: Livingston, Monroe, Washtenaw
- 5 Greater Flint Arts Council**
816 S. Saginaw
Flint, MI 48502
Cathy Johnson / Greg Fiedler
810 238-6875 810 238-6879 fax
www.gfn.org/gfac
email –cathyjohnson2@prodigy.net
- 6 Arts Council of Greater Lansing**
425 S. Grand Ave.
Lansing, MI 48933
Marcia Ditchie
517 372-4636 517 484-2564 fax
www.lansingarts.com
email – lansingartsmarcia@hotmail.com
Counties: Clinton, Eaton, Ingham, Shiawassee
- 7 Northeast Michigan Arts Council**
3233 Grove Rd., P.O. Box 238
Standish, MI 48658
Gail Schmidt
989 846-4577 989 846-9751 fax
www.centurytel.net/nemac
email – gschmidt@mea.org
Counties: Arenac, Bay, Midland, Saginaw
- 8 Arts Council of Greater Grand Rapids**
161 Ottawa NW, Suite 300
Grand Rapids, MI 49503
Janelle Thompson / Iliana Ordaz-Jeffries
616 459-2787 616 459-7160 fax
www.artsggr.org
email – jthompson@iserv.net
Counties: Ionia, Kent, Lake, Mecosta, Montcalm, Newaygo, Osceola
- 9 Cheboygan Area Arts Council**
P.O. Box 95
Cheboygan, MI 49721
Joann Leal / Marilyn Florek
231 627-5432 231 627-2643 fax
www.theoperahouse.org
email – jpl@nmo.net
Counties: Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle

Regional Regranting Program

- | | |
|--|--|
| <p>10 <u>Traverse Area Arts Council</u>
 c/o 9791 Avondale Lane
 Traverse City, MI 49684
 Diane Hubert
 231 922-9429
 www.traversearts.org
 email – dhubert@chartermi.net
 Counties: Antrim, Benzie, Grand
 Traverse, Kalkaska, Leelanau,
 Manistee, Missaukee, Wexford</p> | <p>15 <u>Arts Council of Greater Kalamazoo</u>
 Epic Center
 359 S. Burdick, Suite 203
 Kalamazoo, MI 49007
 Anne Mehring / Barb Harkins
 269 342-5059 269 342-6531 fax
 www.kazooart.org
 email – anne@kazooart.org
 Counties: Barry, Berrien, Cass, Kalamazoo,
 St. Joseph, Van Buren</p> |
| <p>11 <u>Eastern Upper Peninsula Planning</u>
 524 Ashmun, P.O. Box 520
 Sault Ste. Marie, MI 49783
 MaryAnn Harrington / Ellen Benoit
 906-635-1581 906 632-4255 fax
 www.eup-planning.org
 email – ebenoit@up.net
 Counties: Chippewa, Luce,
 Mackinac</p> | <p>16 <u>United Arts Cncl. of Calhoun Cnty.</u>
 P.O. Box 1079
 Battle Creek, MI 49016
 Kevin Henning / Jessica Russell
 616 441-2700 616 441-2707 fax
 www.unitedartscouncil.org email-
 kevinhenning@unitedartscouncil.org
 Counties: Branch, Calhoun, Hillsdale,
 Jackson, Lenawee</p> |
| <p>12 <u>Central Upper Peninsula Planning</u>
 2415 14th Avenue South
 Escanaba, MI 49829
 Peter Van Steen
 906 786-9234 906 786-4442 fax
 email – cuppap@chartermi.net
 Counties: Alger, Delta, Dickinson,
 Marquette, Menominee,
 Schoolcraft</p> | <p>17 <u>Huron County Economic Development</u>
 250 E. Huron Ave., Room 303
 Bad Axe, MI 48413
 Carl Osentoski / Laura Weber
 989-269-6431 989 269-8209 fax
 www.huroncounty.com
 email - carl@huroncounty.com
 Counties: Huron, Sanilac, Tuscola</p> |
| <p>13 <u>Copper Country Comm. Arts Cncl.</u>
 126 Quincy Street
 Hancock, MI 49930
 Susan Burack
 906 482-2333 906 482-0177 fax
 email – sburack@up.net
 Counties:
 Baraga, Gogebic, Houghton, Iron,
 Keweenaw, Ontonagon</p> | <p>18 <u>Art Reach of Mid Michigan</u>
 P.O. Box 166
 Mt. Pleasant, MI 48804-0166
 Katherine Hunt
 989-773-3689
 www.artreachcenter.org
 email - khunt@edcen.ehhs.cmich.edu
 Counties: Clare, Gladwin, Gratiot, Isabella</p> |
| <p>14 <u>Holland Area Arts Council</u>
 150 East 8th Street
 Holland, MI 49423
 Helen Zeerip / Jason Kalajainen
 616 396-3278 616 396-6298 fax
 www.hollandarts.org
 email – haac@macatawa.org
 Counties: Allegan, Mason,
 Muskegon, Oceana, Ottawa</p> | <p>19 <u>CRAF Center</u>
 606 Lake Street, P.O. Box 658
 Roscommon, MI 48653
 Peggy Diss
 989-389-4255
 www.crafcenter.com
 email – dissp@ejourney.com
 Counties: Alcona, Crawford, Iosco,
 Ogemaw, Oscoda, Roscommon</p> |

Regranting County/Region

Regional Repgranting /Minigrant Program

The following lists all Michigan counties in alphabetical order. To find your Regional Repgranting agency, locate your county on the list. After the name of each county is the number of its Repgranting Region.

County	Region	County	Region
Alcona	19	Lapeer	5
Alger	12	Lake	8
Allegan	14	Leelanau	10
Alpena	9	Lenawee	16
Antrim	10	Livingston	4
Arenac	7	Luce	11
Baraga	13	Mackinac	11
Barry	15	Macomb	3
Bay	7	Manistee	10
Benzie	10	Marquette	12
Berrien	15	Mason	14
Branch	16	Mecosta	8
Calhoun	16	Menominee	12
Cass	15	Midland	7
Charlevoix	9	Missaukee	10
Cheboygan	9	Monroe	4
Chippewa	11	Montcalm	8
Clare	18	Montmorency	9
Clinton	6	Muskegon	14
Crawford	19	Newaygo	8
Delta	12	Oakland	2
Dickinson	12	Oceana	14
Eaton	6	Ogemaw	19
Emmet	9	Ontonagon	13
Genesee	5	Osceola	8
Gladwin	18	Oscoda	19
Gogebic	13	Otsego	9
Gr Traverse	10	Ottawa	14
Gratiot	18	Presque Isle	9
Hillsdale	16	Roscommon	19
Houghton	13	Saginaw	7
Huron	17	Sanilac	17
Ingham	6	Schoolcraft	12
Ionia	8	Shiawassee	6
Iosco	19	St Clair	3
Iron	13	St Joseph	15
Isabella	18	Tuscola	17
Jackson	16	Van Buren	15
Kalamazoo	15	Washtenaw	4
Kalkaska	10	Wayne	1
Kent	8	Wexford	10
Keweenaw	13		

MCACA Members & Staff



The State of Michigan Council for Arts and Cultural Affairs is an agency of the Department of History, Arts and Libraries

Dr. William M. Anderson, Director

Council Members

Craig Ruff
Chair
Okemos

Maxine DeBruyn
Vice-Chair
Zeeland

Lillian Bauder
West Bloomfield

Elizabeth W. Brooks
Detroit

James Garavaglia
Ann Arbor

Diether H. Haenicke
Kalamazoo

Bonnie Holland
Marquette

Alphonse Lucarelli
Grosse Pointe Farms

Steven Horn
Beverly Hills

Victoria Jennings Ross
Bloomfield

Karen Smith
Traverse City

George N'Namdi
Belleville

Jon Stryker
Kalamazoo

C. Kurt Dewhurst
East Lansing

Helen Wu
Grosse Pointe Park



Council Staff

Betty Boone
Executive Director
517/241-4011
bboone@Michigan.gov

Carol Culham
Deputy Director
517/241-3965
cculha@Michigan.gov

Colleen Armstrong
Financial Supervisor
517/241-3966
carmst@Michigan.gov

John M. Bracey
Director of Programs
517/241-3972
jmbrace@Michigan.gov

Stephen M. Laux
Arts and Cultural Projects Programs
Coordinator
517/241-3968
smlaux@Michigan.gov

MCACA web address
www.michigan.gov/arts